

Administrative Procedure

CPCC-PRO-SH-40445

PRC-PRO-SH-40445

Tags, Signs & Barriers

Revision 1, Change 0

Published: 12/08/2021

Effective: 01/07/2022

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Steelhammer, Jacob

Functional Manager: Smith, Courtney

Use Type: Administrative



- 100 K Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- 324 Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- PFP Ancillary Structures :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097 Table 1

JHA: Administrative

Periodic Review Due Date:12/08/2026

Rev. 1, Chg. 0

Change Summary

Description of Change

- Revised Section 3.0 Process steps to reorder some of the steps and clarify intent.

- Added a requirement in Section 3.0, step 3, for barricades to be equipped with signs that identify the barricade owner and appropriate contact information.
- Updated Appendix A, Signal Word Panel to include the signal words Notice and Safety Instructions.
- Created a new Appendix C (Signal Word Selection Process) flowchart to aid in determining the appropriate Signal Word that should be used.
- Added additional definitions to Appendix D - Glossary.

Tags, Signs & Barriers**Published Date: 12/08/21****PRC-PRO-SH-40445****Effective Date: 01/07/22****1.0 INTRODUCTION****1.1 Purpose**

This procedure establishes requirements for the design, application, and use of accident prevention tags, signs, and barriers. It also provides an effective means of communicating information concerning safety hazards to observers so that risk of injuries resulting from identified hazards can be avoided.

1.2 Scope

This procedure is applicable to Central Plateau Cleanup Company (CPCCo) work areas where CPCCo work activities are taking place.

This procedure does not apply to the following:

- CPCC-PRO-RP-54283, *Radiological Postings*
- CPCC-PRO-OP-23749, *Miscellaneous Facility Tags*
- CPCC-STD-FP-40404, *Fire Protection Program*
- Posting (signs, tags, labels, barricades, etc.) requirements defined in Hanford site-wide safety standards and endorsed procedures.

1.3 Applicability

This procedure is applicable to CPCCo employees and subcontractor personnel involved with the design, application, and use of accident prevention tags, signs, and barriers.

1.4 Implementation

This procedure is effective 30 days after the published date.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

Actionee	Step	Action
All Personnel	1.	SHALL OBSERVE all warning signs <u>AND</u> DO NOT ENTER barricaded areas unless authorized to do so.
Line Management	2.	ENSURE safety hazards are demarcated in a uniform and consistent manner and the design, application, and use of signs, tags, and barriers comply with applicable OSHA and ANSI standards.
	3.	ESTABLISH barricades with signs around identified hazards or areas that require personal protective equipment for entry. Barricades shall be equipped with signs that identify the barricade owner and appropriate contact information.
	4.	PREVENT unauthorized personnel from entering barricaded areas.
	5.	ENSURE all barricades and signs (tape, rope, fencing, etc.) are able to withstand the elements (i.e., wind and weather). Barricades and signs shall be maintained until the hazard no longer exists.
	6.	ESTABLISH specified entry/exit locations if barricaded area will be routinely entered.
	7.	PLACE accident prevention signs in strategic and prominent locations to alert and inform a viewer in sufficient time so that the viewer can take appropriate evasive action to avoid potential harm from the demarcated hazard.
	8.	DO NOT PLACE accident prevention signs on movable objects or adjacent to movable objects (doors, window, etc.) that may obscure the sign. Doors may be posted where necessary providing that the posting is not obstructed when the door is open. Gates may be posted providing the sign is not obstructed when the gate is open. a. <u>IF</u> it is necessary to leave a gate or door open, <u>THEN</u> INSTALL a chain or barrier with the appropriate posting or post a guard at the entrance.
	9.	ENSURE accident prevention tags are only used to notify employees of an immediate hazard, such as defective tools, equipment, etc. They shall not be used in place of or as a substitute for accident prevention signs.
	10.	ENSURE accident prevention tags are affixed as close as safely possible to the respective hazard by a positive means, such as nylon tie wrap, wire, or adhesive, that prevents loss or unintentional removal.

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Actionee	Step	Action
Line Management	11.	ENSURE accident prevention tags and barricade tapes are only used to identify temporary hazards. Tags are not necessary where signs, guarding or other positive means of protection are being used to control the identified hazards.
	12.	ENSURE accident prevention tags, signs, and barricades are visible, clean, and legible at all times.
	13.	ENSURE accident prevention tags, signs, and barricades are removed or covered promptly when the hazard no longer exists.
	14.	To determine the type of accident prevention tag or sign, SEE Appendix A.
	15.	FOLLOW the specifications in Appendix B for accident prevention tags, signs, and barriers design and format.

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES**6.1 Requirements**10 CFR 851, *Worker Safety and Health Program*, Section 23 "Safety and Health Standards"29 CFR 1910, *Occupational Safety and Health Standards*, Subpart J, "General Environmental Controls"29 CFR 1926, *Safety and Health Regulations for Construction*, Subpart G, "Signs, Signals, and Barricades"**6.2 References**ANSI Z535.1-2017, *Safety Colors*ANSI Z535.2-2011 (R2017), *Environmental and Facility Safety Signs*ANSI Z535.3-2011 (R2017), *Criteria for Safety Symbols*ANSI Z535.5-2011 (R2017), *Safety Tags and Barricade Tapes (for Temporary Hazards)*CPCC-PRO-RP-54283, *Radiological Postings*CPCC-PRO-OP-23749, *Miscellaneous Facility Tags*CPCC-STD-FP-40404, *Fire Protection Program*

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Appendix A - Safety Alert Symbol and Signal Words

Safety Alert Symbol



The Safety Alert Symbol indicates a potential personal injury hazard. Obey all safety messages that follow this symbol to avoid possible injury or death. The safety alert symbol shall not be used to alert persons to property-damage-only accidents.

Reference “Appendix C – Signal Word Selection Process” to see the acceptable Safety Alert Symbol color options that can be used for Danger, Warning, or Caution.

Signal Word Panel



DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury.



WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.



CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.



CAUTION without the safety alert symbol can be used as an alternate to notice for practices not related to personal injury, such as property damage only.



NOTICE is used to address practices not related to personal injury, such as general building or equipment information.



SAFETY INSTRUCTIONS or safety equipment location signs indicate general instructions relative to safe work practices or indicate the location of safety equipment.

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Appendix B - Tags, Signs, and Barriers Categories, Design and Format

This section provides an overview of the proper formatting and color coding of safety signs, accident prevention tags, and barricade tape. For greater detail, reference ANSI Z535.1, ANSI Z535.2, ANSI Z535.3 and ANSI Z535.5.

Categories

- **DANGER** indicates a hazardous situation which, if not avoided, will result in death or serious injury. The signal word is to be limited to the most extreme situations
- **WARNING** indicates a hazardous situation which, if not avoided, could result in death or serious injury.
- **CAUTION** indicates a hazardous situation which, if not avoided, could result in minor or moderate injury. It may also be used without the safety alert symbol as an alternative to "NOTICE."
- **NOTICE** is the preferred signal word to address practices not related to personal injury. The safety alert symbol shall not be used with this signal word.
- **SAFETY INSTRUCTIONS** (or equivalent) signs indicate specific safety-related instructions, procedures, or location of safety related equipment.

Design and Format

NOTE: *Accident prevention tags, signs, and barriers currently in use will be considered compliant, until new or replacements are needed. New or replacement tags, signs, and barriers shall be designed and formatted according to the specifications given in this procedure.*

- All signs shall be designed with rounded or blunt corners and free from sharp edges, burrs, splinters, or other sharp projections. The ends or heads of bolts or other fastening devices shall be located in such a way that they do not constitute a hazard.
- The signal word shall be readable at a minimum distance of 5 feet or greater as warranted by the hazard.
- The wording of any sign shall be easily interpreted, legible, and concise. The sign should contain sufficient information to be easily understood. The wording should make a positive, rather than negative suggestion and should be accurate in fact.
- Accident prevention tags and signs shall be made of material that will withstand the operational and environment conditions in which it is placed.

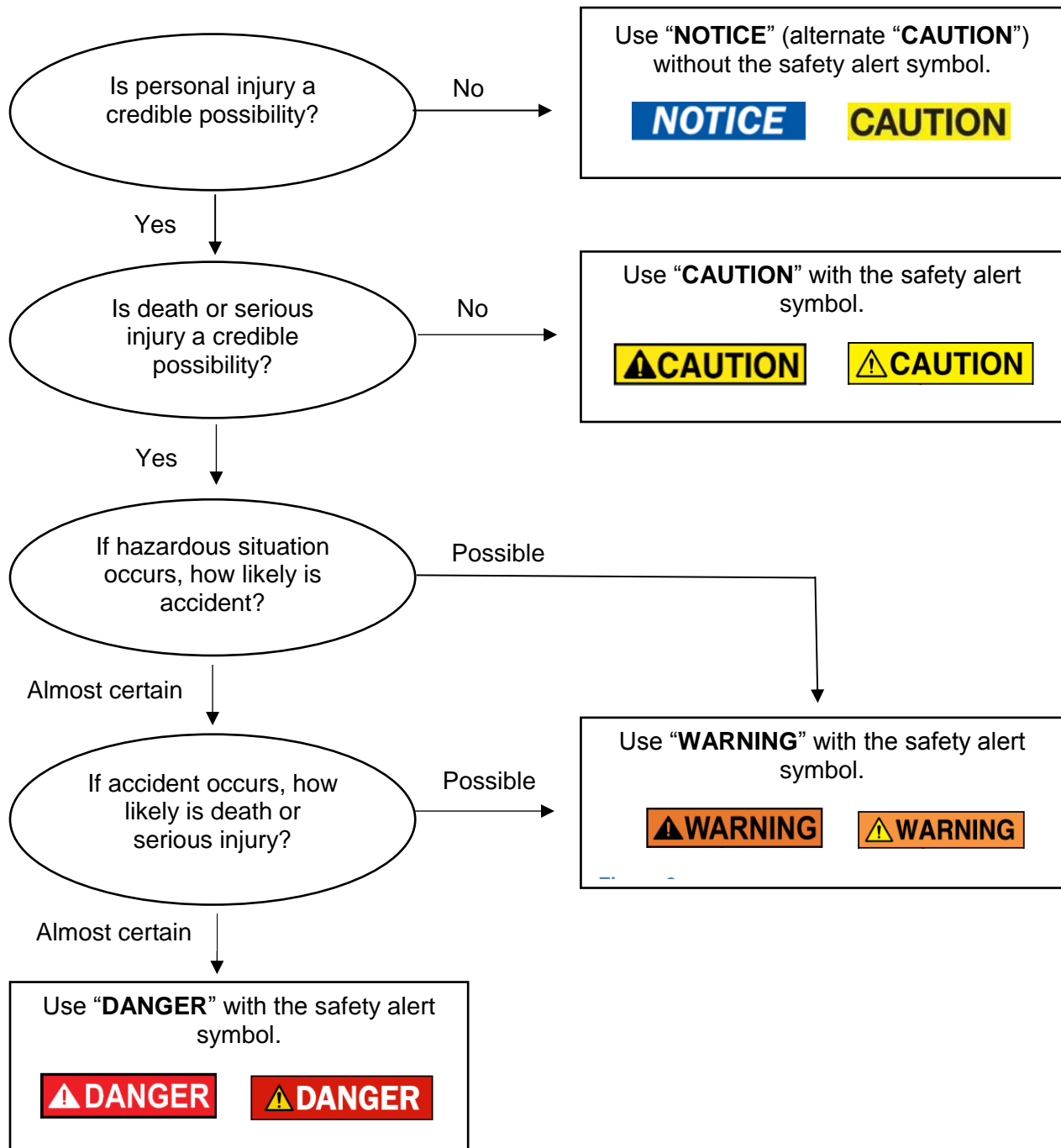
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Appendix C – Signal Word Selection Process



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Appendix D - Glossary

<i>Term</i>	<i>Definition</i>
Barricade	An obstruction to deter the passage of persons or vehicles.
Barricade Tape	A visual alerting device in the form of a tape for alerting persons to the presence of a temporary hazard or hazardous condition. It may also provide other directions to eliminate or reduce the hazard and may advise of probable consequences of not avoiding the hazard. Barricade tapes are typically made of polyethylene or vinyl.
Message panel	The area of a safety sign containing words related to identification of the hazard, how to avoid the hazard, and/or the probable consequences of not avoiding the hazard.
Panel	The area of a safety sign having a distinctive background color different from adjacent areas of the sign or which is clearly delineated by a line or margin. There may be up to three panels per sign: signal word, message, and symbol/pictorial.
Signs	Warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
Safety Alert Symbol	A symbol that indicates a potential personal injury hazard. It is composed of an equilateral triangle surrounding an exclamation mark. The safety alert symbol shall not be used to alert persons to property-damage-only accidents.
Symbol/pictorial panel	The area of a safety sign containing a symbol or pictorial.
Tags	A device made of plastic or other material that is usually attached to a piece of equipment such as a defective tool or part of a structure to temporarily identify a hazardous condition.